

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/023410-2024>

Planning

## **Catering Services for Norfolk County Council**

Norfolk County Council

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-023410

Procurement identifier (OCID): ocds-h6vhtk-048500

Published 26 July 2024, 1:54pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Norfolk County Council

NR1 2DH

Norwich

NR1 2DH

#### **Contact**

Sarah Hardy

#### **Email**

[sourcingteam@norfolk.gov.uk](mailto:sourcingteam@norfolk.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKH15 - Norwich and East Norfolk

**Internet address(es)**

Main address

<https://www.norfolk.gov.uk>

Buyer's address

<http://in-tendhost.co.uk/norfolkcc>

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

---

## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Catering Services for Norfolk County Council

Reference number

NCCT43008

#### **II.1.2) Main CPV code**

- 55523000 - Catering services for other enterprises or other institutions

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Norfolk Council is seeking a dynamic and innovative catering service provider who can deliver an exciting and varied food offering, providing high-quality, freshly made food for breakfast and lunch, alongside a grab-and-go option and barista coffee throughout the day. The service must commence on 1st April 2025.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 55520000 - Catering services

#### **II.2.3) Place of performance**

NUTS codes

- UKH15 - Norwich and East Norfolk

Main site or place of performance

Norfolk County Council County Hall, Martineau Lane Norwich NR1 2DH

## II.2.4) Description of the procurement

Description Norfolk Council is seeking a dynamic and innovative catering service provider who can deliver an exciting and varied food offering, providing high-quality, freshly made food for breakfast and lunch, alongside a grab-and-go option and barista coffee throughout the day. The service must commence on 1st April 2025. We are considering two models of delivery 1) a concession based approach where a provider is able to keep their own profits and absorb all associated operational risks associated with running the service provision to the standards detailed in the specification or 2) a fixed fee charging model from the provider to the Council for a service being delivered as per the specification requirement (outsourced option) To be clear the Council reserves the right to appoint under either of the two options at its own discretion depending on the level of interest and suitability received in the market. Additional Information The successful tender will be expected provide its own EPOS system to process transactions, while Norfolk County Council will provide a fully functional commercial kitchen, and manage all cleaning, maintenance, and mandatory testing of kitchen equipment. The successful tender will also manage the shop (currently self-service) that will stock grab and go options, snacks, confectionary, and drinks, as well as convenience options such as tea, coffee, milk, sanitary products, and pain relief. Consideration will need to be given to building users working in the evenings and weekends with the provision of vending machines stocked with drinks, confectionery, and snacks. Additionally, the successful tender will provide event catering for meetings and events held on site. There will be a market engagement event planned on the 2nd August if you would like to attend Please contact [sourcingteam@norfolk.gov.uk](mailto:sourcingteam@norfolk.gov.uk) The formal Procurement Process for this provision will commence on or around the 12th August 2024.

### II.2.14) Additional information

This procurement will be managed electronically via the Councils e-procurement system. To participate in this procurement and to register an interest in attending the market engagement, applicants must first be registered on the system at <https://in-tendhost.co.uk/norfolkcc>. Full instructions for registration and use of the system can be found at <https://in-tendhost.co.uk/norfolkcc/asp/BuyerProfi>

## II.3) Estimated date of publication of contract notice

25 July 2024

---

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

---

## **Section VI. Complementary information**

### **VI.3) Additional information**

If you would like to register for the Market Engagement Event please do contact [sourcingteam@norfolk.gov.uk](mailto:sourcingteam@norfolk.gov.uk) as soon as possible.